

EYH 2006 ACTION ITEM LIST

1. Budget (Lisa Colletti)

- a. Duties:
 - i. keep track of inflow and out flow of money
 - ii. keep track of cost codes
 - iii. access to accounts
 - iv. keep track of internal and external monies
 - v. send budget to state
 - vi. fill out LANL's conference form

2. Communications (Donna Leshne)

- a. write to schools (registrar) with EYH information
- b. Media Releases
 - i. coordinate with LANL Public Affairs
 - ii. PA will also arrange interviews w/media if desired.
 - iii. LA Monitor, Santa Fe, Espanola Papers, KSFR
- c. Program
 - i. Layout program details - general info, schedule, workshop summaries, sponsors, etc
 - ii. Print/ format copies

3. Food (Tinka Gammel)

- a. find out who will give us the best food at the best price
 - i. includes delivery ?
- b. purchase extra snacks
- c. deliver snacks to event site
- d. make sure there is enough food, and veggie options
- e. candies for the presenters to use as workshop rewards
- f. work within site limitations

4. Gifts, Prizes, & Souvenirs (Lisa Colletti)

Note: Gifts (presenters & keynote), Prizes are for students during competitive events, Souvenirs are for all student bags

- a. purchase Knowledge Cards
- b. check with sponsor organizer to see if sponsors have souvenirs
- c. get EYH logo pens
- d. other thoughts:
- e. Plaque for Keynote speaker
- f. Packet Stuffing
 - i. work with LAWIS to get bags and other souvenirs

5. Gofers (Tinka Gammel)

- a. work with RSVP
- b. work with workshop coordinator to identify number/type of workshop gofers needed
- c. Arrange additional gofers to assist at registration/checkout table
- d. Arrange training as appropriate; have hand-out of responsibilities
- e. Arrange schedules for part-time gofers
- f. Help desk
- g. Organize Gofer meeting

6. Keynote Speaker (Aviva Sussman)

- a. solicit ideas from group
- b. invite speaker (along with EYH chair)
- c. take care of speaker travel & honorarium

- d. write thank you note (along with EYH chair)
- e. Arrange a lunch/dinner for interested parties

7. Registration and Evaluation (????)

- a. make registration form
- b. give to webmaster
- c. print copies for people without computers
- d. collate data
- e. assign students to workshop
- f. deal with parent's signature for online forms
- g. Coordinate info packet to be sent to schools
- h. Create, distribute, collect, and analyze student evaluations.

8. Site (Georgia Pedicini)

- a. find out what places are available when
- b. find out how much it will cost
- c. any rules?
- d. How many people can it accommodate?
- e. How many workshops can it accommodate? Work w/workshop coordinator for any special requirements.
- f. Finalize contract - details for state insurance registration; arrange payment.

9. Sponsors (Wendee Brunish)

- a. ask people for money (this will likely require several follow-ups)
- b. any rules?

10. Webpage (Tinka Gammel)

- a. post stuff online

11. Workshops (Georgia Pedicini)

- a. get people to run workshops
 - i. number of workshops depends on students/site
 - ii. find out how many students the workshop can accommodate
 - iii. supplies/special needs/assistant
- b. Keep registrar informed of details that impact workshop assignments
- c. Team Activity
 - i. Identify an activity that involves problem-solving and encourages group dynamics, with an output that can be judged
 - ii. Purchase supplies; set up for multiple teams
 - iii. Write up instructions; participate in training for gofers assigned to this activity
 - iv. Coordinate judging and prizes

12. Teacher's Activity (Mary Campbell)

- a. Work with another entity to organize a conference or other activity
- b. run EYH meetings
- c.

13. EYH Chair (Aviva Sussman)

- a. oversee planning committee
- b. run EYH meetings
- c. invite keynote speaker
- d. write thank you notes to speaker, presenters, gofers, and sponsors
- e. send regular updates to LAWIS & EYH planning committee
- f. write letter to get LANL volunteers community service approved
- g. act as final arbiter
- h. set up keynote dinner